

<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
<b>3</b>  <b>Holiday</b>	<b>4</b> <b>Semi-Monthly Salaried Payroll Paperwork Deadline 8/25 - 9/9</b>  <b>PMIS Update Deadline 8/25-9/9</b>  <b>Submit August BES Premium Reward Discrepancy Report (PM4405) dated 9/1 required for August Health Care Reconciliation</b>	<b>5</b>  <b>Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 9/14 Pay Day</b> Cycle 1 8/19 - 9/1 Cycle 2 8/20 - 9/2 Cycle 3 8/17 - 8/30	<b>6</b>  <b>Submit BES-Taxable- Incentives Report dated 9/4 (Weight Watchers Reimbursement, etc.) Report for May - July activity</b>  <b>3rd Quarter Pre-Certification of Reportable Items distributed to agencies</b>	<b>7</b>  <b>Notify PSB of any PMIS Changes affecting 8/25-9/9 Classified Employees</b>
<b>10</b>  <b>Semi-Monthly Payroll Certification Deadline 8/25-9/9</b>  <b>CIPPS Leave Paperwork Deadline 8/25-9/9</b>  <b>3rd Quarter Pre-Certification of Reportable Items Due</b>	<b>11</b>  <b>Bi-Weekly Wage Payroll Certification Deadline for 9/14 Pay Day</b> Cycle 1 8/19 - 9/1 Cycle 2 8/20 - 9/2 Cycle 3 8/17 - 8/30	<b>12</b>  <b>Distribute 3rd Party Pmt's &amp; Checks to Agencies re: Semi-Monthly Pay</b>  <b>Distribute 3rd Party Pmt's &amp; Checks to Agy's re: Wage Pay</b>	<b>13</b>  <b>CIPPS Leave Keying Deadline - 8/25-9/9</b>	<b>14</b>  <b>Semi-Monthly Employee Pay Day</b>  <b>Bi-Weekly Wage Employee Pay Day</b>
<b>17</b>	<b>18</b>  <b>Semi-Monthly Salaried Payroll Paperwork Deadline 9/10 - 9/24</b>  <b>PMIS Update Deadline 9/10-9/24</b>	<b>19</b>  <b>Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 9/28 Pay Day</b> Cycle 1 9/2 - 9/15 Cycle 2 9/3 - 9/16 Cycle 3 8/31 - 9/13	<b>20</b>	<b>21</b>  <b>Notify PSB of any PMIS Changes affecting 9/10-9/24 Classified Employees</b>
<b>24</b>  <b>Semi-Monthly Payroll Certification Deadline 9/10-9/24</b>  <b>CIPPS Leave Paperwork Deadline 9/10-9/24</b>	<b>25</b>  <b>Bi-Weekly Wage Payroll Certification Deadline for 9/28 Wage Pay Day</b> Cycle 1 9/2 - 9/15 Cycle 2 9/3 - 9/16 Cycle 3 8/31 - 9/13	<b>26</b>  <b>Distribute 3rd Party Pmt's &amp; Checks to Agencies re: Semi-Monthly Pay</b>  <b>Distribute 3rd Party Pmt's &amp; Checks to Agencies re: Wage Pay</b>	<b>27</b>  <b>CIPPS Leave Keying Deadline - 9/10-9/24</b>	<b>28</b>  <b>August Healthcare Certification Due</b>  <b>Semi-Monthly Employee Pay Day</b>  <b>Bi-Weekly Wage Employee Pay Day</b>

**All Agy's have adopted a Cardinal Bi-weekly Payroll Cycle. The Bi-weekly Payroll Cycles are as follows:**

<b>Cycle 1</b>	122, 123, 129, 132, 140, 147, 148, 151, 152, 154, 156, 157, 161, 165, 174, 191, 194, 200, 202, 218, 222, 223, 226, 233, 238, 245, 350, 400, 402, 409, 413, 417, 423, 425, 440, 505, 506, 602, 720, 765, 778, 841, 851, 937, 938, 957, 960
<b>Cycle 2</b>	133, 136, 141, 143, 201, 241, 848, 948
<b>Cycle 3</b>	127, 146, 181, 199, 239, 403, 405, 411, 942